College of Agriculture,
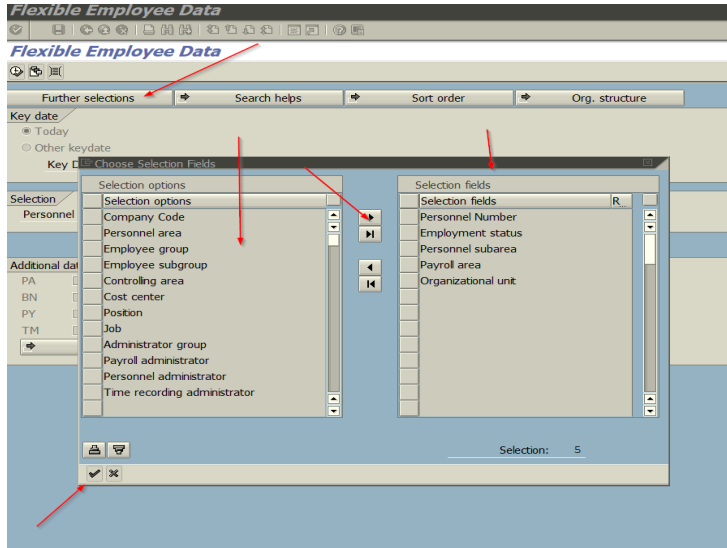Food and Environment
Business Center

If you have SAP reports that you run on a recurring basis, **variants** can **save you time**!

Creating a Variant

- Open the transaction for which you would like to create a variant.
- Set the criteria

  Example: For this ZHRFLEX transaction there are numerous criteria that you could select from by clicking <further selections>.
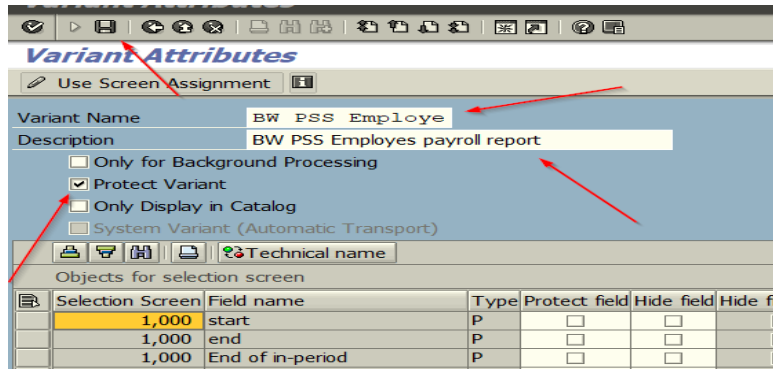

- Save the variant

- Create a variant **name** & **description**
  Note: You can select <Protect Variant> option if you would like to limit others ability to edit your variant.

- Click <save>

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Using a Variant

- Open the transaction
- Click the variant icon

- Your link blue will appear, click the execute icon.
  Note: If you would like to use a variant someone else created, type his/her link blue, then execute.

- Select the applicable variant (highlight the row) and click on the check mark.

Variant name	Short Description	Environment	Protected
STAFF POSITION	OOC Staff Positions	A	
SALARIED STAFF	Salaried BW Staff List	A	

- All previous saved criteria should **automatically populate** for you!

Flexible Employee Data

Flexible Employee Data

| Further selections | ➡ | Search helps | ➡ | Sort order | ➡ | Org. struct |

Key date
- ⦿ Today
- ○ Other keydate
  Key Date

Selection
Personnel Number		➡
Employment status	3	➡
Personnel subarea	0001	➡
Payroll area	B1	➡
Organizational unit	30000232	➡

Additional data
PA	☑	Home Address	⦿	Work Address	○
BN	☑
PY	☑
TM	☑
Field selection (active)

- **Execute** to generate the report.

- Take a moment to appreciate how efficient you have become!

PRO TIP - READY TO GET STARTED PRACTICING YOUR NEW VARIANT SKILLS – ACCESS SAP REPORT INSTRUCTIONS ON THE **HR ADMINISTRATOR PAGE**.

Last updated: 10/9/20